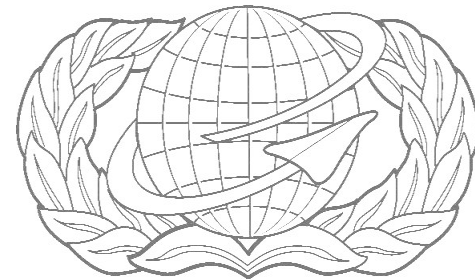




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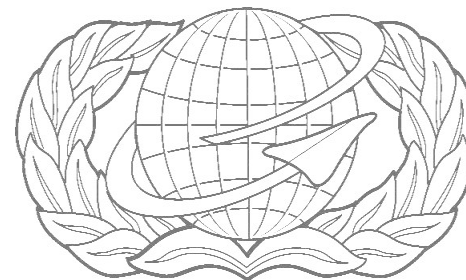


- **OVERVIEW**

- Roles and Responsibilities
- Types of Classifications
 - Markings
- Handling of Classified Materials

Transmitting

- Transporting
- Packaging
 - Destruction
 - Reproduction





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WHO NEEDS IT??

All AF Personnel need INFO SEC Training whether they have access to classified or not. ALL AF Personnel are INDIVIDUALLY responsible for protecting the national interests of the United States.



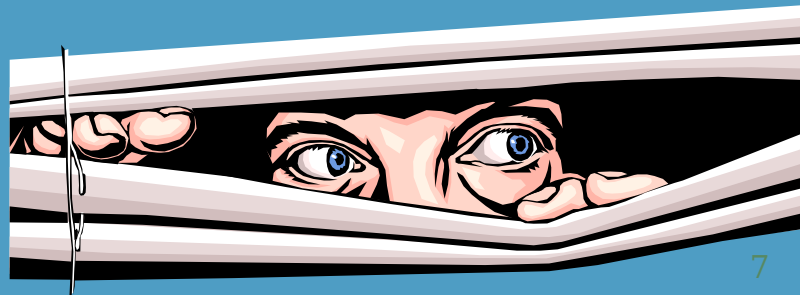
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WHY IS IT IMPORTANT TO PROTECT CLASSIFIED INFORMATION?

✿ United States must protect itself against hostile, destructive or subversive action.

□ Certain official information must be protected to keep unauthorized persons or agencies from obtaining it.





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DOD/AF POLICY

- **DoD Policy-** All personnel of the DoD are personally and individually responsible for providing proper protection to classified information under their custody and control.
- ▣ **AF Policy-** To identify, classify, downgrade, declassify, mark, protect, and destroy its classified information and material consistent with national policy.



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AF PHILOSOPHY

- To efficiently and effectively protect AF information by delegating authority to the lowest levels possible
- encouraging and advocating use of risk management principles
- focusing on identifying and protecting only that information that requires protection
- integrating security procedures and ensuring everyone understands their security roles and responsibilities and takes them seriously



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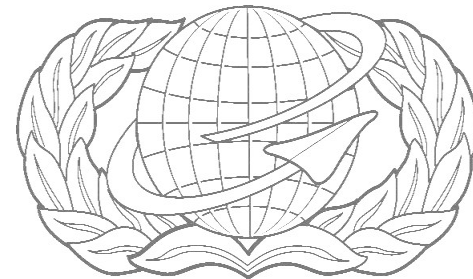


- THREE TYPES OF CLASSIFIED

- Top Secret

- Secret

- Confidential





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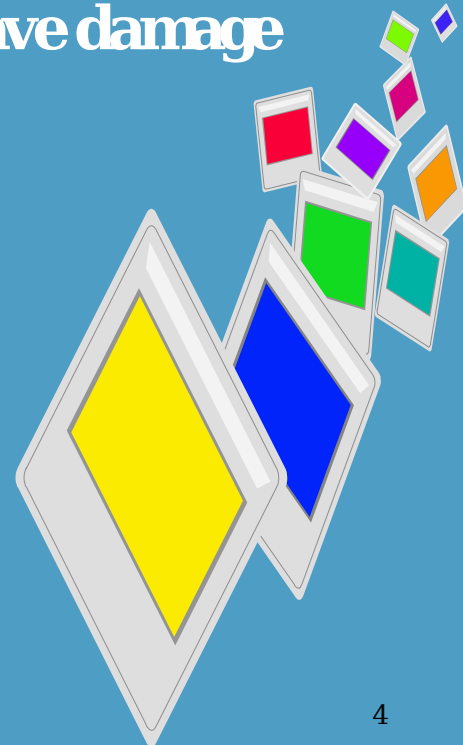


THREE LEVELS OF CLASSIFIED

Top Secret - Exceptionally grave damage
to national security.

Secret - Serious damage
to national security.

Confidential - Damage
to national security.





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We mark classified materials in order to:

- Alert the reader of the material that something in it is classified
- Indicate the highest level of classified info in the material
- Show the reason for classification (Only for originally classified docs)
- Give info regarding the downgrading and declassification of the info
- Give any special warning or handling notification



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- Each section, part, paragraph or similar portion must be marked to show the highest level of classification of the info in that particular portion.
- Overall Markings
 - Two overall marking requirements
 - Overall Page- This indicates the highest level of classification for info in or revealed by the page. The level of classification is spelled out and marked CONSPICUOUSLY at the top and bottom of each interior page of a document
 - Overall Document- this indicates the highest level of classification for the info contained in or revealed within the document itself and is placed on the bottom of the front cover(if any), the title page(if any), the first page, and on the outside of the back cover (if any)



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- Markings other than those that indicate the classification of the info are considered applicable associated markings. These markings are placed on the face of the document and include:
 - Classified By line
 - Derived From
 - Classified Why
 - Declassify On
 - Downgrading instructions, if any
 - Warning notices and control markings, if any
 - The originating office and date



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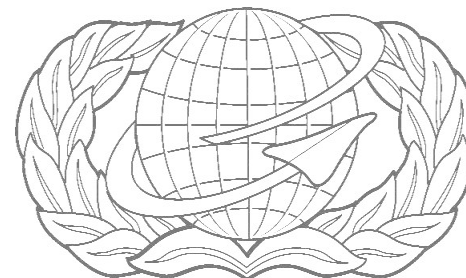
- Secret materials can be transmitted and transported by:
 - An authorized component courier service
 - And authorized electronic system, e.g., STU III
 - Hand-Carrying (with proper authorization)
 - Defense Courier Service
 - Registered Mail
 - Protective Security Service
 - United Postal Service Express Mail
 - Holder of GSA contract overnight delivery



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- Confidential materials can be transmitted and transported by:
 - All methods as Secret and also:
 - First Class Mail
 - Certified Mail





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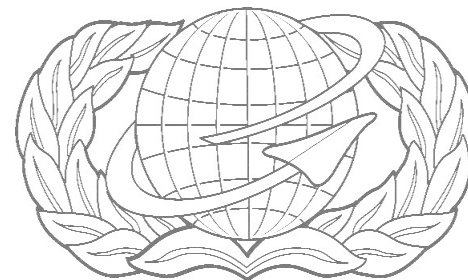
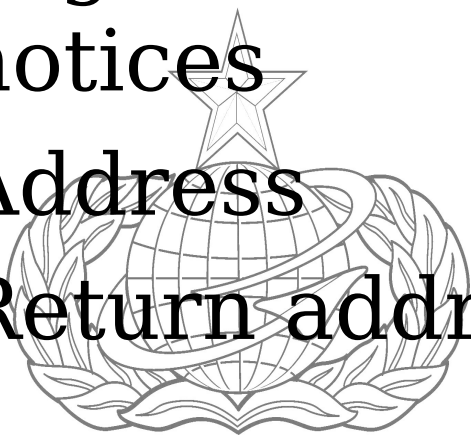
- Top Secret materials are transmitted and transported by the following three methods:
 - Authorized Courier
 - Hand-Carrying
 - Approved electronic systems
 - Never transport TS via US Postal Service
- **DETAILS ON TRANSMITTING CLASSIFIED ARE CONTAINED IN DOD 5200.1-R**



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- Inner Wrapping
 - Opaque Material
 - Classified text should have no direct contact with wrapping
 - Highest classification and warning notices
 - Address
 - Return address





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- Outer Wrapping
 - Opaque Material
 - Wrapped to make detection of tampering easy
 - Do not forward on first class mail for confidential
 - Addressed for activity , not person (do not put a person's name in address)
 - Return address



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- **METHODS OF DESTRUCTION**

- Burning

- Authorized for destruction of all classified
- Unburned residue treated as classified

- Shredding

- Pulping

- Pulverizing

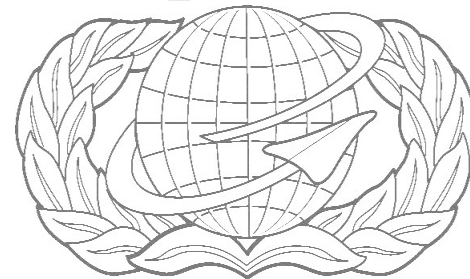
- Two personnel are required to be present when TS is destroyed and documentation is required to be kept on file for 2 years



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- Repro Official is designated in writing by Unit CC and a designated repro area is designated (area must meet security requirements). Copier must be clearly labeled for the highest level classification required. Currently there are no classified copiers in the European MSS.





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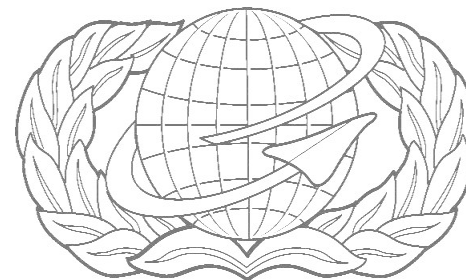
- Whenever you have a classified document outside of a container, it must always be under your DIRECT control. If you are not actively using that document, place a cover sheet over it
- Before you give classified info to anyone you must ensure that the person you are giving the info has the proper level of clearance AND "the need-to-know", if you are unsure contact your unit security manager
- Never take classified home unless you have the required security container to protect the documents and you must document the transport, and you must have the approval of the head of your component MAJCOM level for secret. For TS it takes approval of SECDEF or SECAF
- Areas that contain classified storage must annotate end of day security checks on SF701



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- Immediately notify the Unit Security Manager. The USM will then report the breach to the appropriate channels if necessary and to initiate a preliminary inquiry



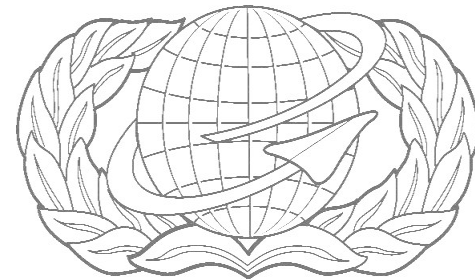


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AFI 31-401

European MSS OI 31-1





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TEST TIME!!!!!!!!!!!!!!!!!!!!!!

- Who is your Unit Security Manager?
- True/False A security clearance automatically entitles a person to have access to classified info.
- What are the three levels of classification?

